

Navajo County – Department of Public Works/Engineering
P.O. Box 668
100 E Carter Drive
Holbrook AZ 86025
Phone: 928-524-4100
Fax: 928-524-4122



Application for Grading Permit

For Office Use Only	
Permit #	
Fee Paid / Acreage	
Date Issued	
Approved By	

Date Stamp Here

Section 1 – Applicant Information

1. Applicant: Check all that apply:

☐ Property Owner ☐ General/Prime Contractor ☐ Developer ☐ Lessee

Name: _____

Applicant Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Local Mailing Address (if not the same as above): _____

Contractor License Number: _____

Expiration Date: _____

1a. Is Applicant A Wholly Owned Subsidiary Of Another Company? ☐ Yes ☐ No

If you answered "yes" above, please provide the following information:

1b. Parent Company Name:

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

State of Incorporation: _____

Property Owner/Developer, If Not Applicant:_____

Address:_____

City/State/Zip:_____

Phone:_____ Fax:_____

Contact Person:_____

2. Project Primary Contact:_____

Title:_____ Company Name:_____

On-Site Phone:_____ Mobile:_____ Fax:_____

E-Mail Address:_____

Emergency Phone:_____

3. Signature Of A Responsible Official Of The Applicant:

I hereby certify that, based on information and belief formed after reasonable inquiry, the statements and information in the Application For Grading Permit, including Section 1-Applicant Information, and Section 2-Project Information, are true, accurate, and complete.

A Responsible Official Of The Applicant is the person who will be contacted or named in any enforcement action initiated by the Navajo County Public Works Department or the office of the Navajo County Attorney.

Arizona Revised Statute §13-2704 makes it a criminal offense to knowingly make a false material statement to a public servant in connection with an application for any benefit, privilege, or license.

Signature:_____

Printed Name:_____ Title:_____

4a. Company President/Owner:_____

Address:_____

City/State/Zip:_____

Phone:_____ Fax:_____

4. Application Completed By, If Not Signatory:

Printed Name:_____ Title:_____

Phone:_____ Fax:_____

E-mail:_____

Section 2 – Project Information

5. Address Of Project Location: (If no address available include block #, assessor's parcel #, GPS coordinates, etc.)

Address: _____

City/Zip: _____

Major Cross Street North/South: _____

Major Cross Street East/West: _____

Assessor's Parcel Number(s): _____

GPS Coordinates (if no address available): _____

Township: _____ Range: _____ Section: _____

☐ Unincorporated Area (County) ☐ Incorporated Area (City)

6. Name Of Project: _____

7. Description Of Project: _____

8. Will Basement or Underground Parking Be Excavated? ☐ Yes ☐ No

9a. Will Building Occur On A Pre-Existing Pad/Prepared Pad? ☐ Yes ☐ No

9. Size Of Project Or Physical Area (Acres) That Will Be Disturbed During The Duration Of This Permit, Including Staging And Stockpile Areas, And Temporary Storage Yards:

Estimated acres to be graded, if different from size of project indicated above: _____

Estimated cubic yards to be moved within the boundaries of the project: _____

Estimated amount of import material: _____ Estimated amount of export material: _____

10. Project Start Date: _____

11a. Estimated Duration Of Project: _____

12. Estimated Project Completion Date: _____

Navajo County
Site Plan/Grading and Drainage Plan
Checklist for Submitted Site Plan

- Submit the site plan with the application for the Grading Permit.
- Site plans deemed incomplete may be returned without review.
- County may require additional site engineering be performed by a registered professional engineer.

Note: Attach, on a separate sheet, explanations of any “No” or “N/A” responses to the following requirements.

Site Plan

- | | |
|---|---|
| 1. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Site Location (Address). |
| 2. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Tax Parcel Number. |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Show owners name and address and phone number. |
| 4. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Property Lines w/Dimensions. |
| 5. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Nearest distance to all property lines for all structures. |
| 6. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Show All Structures – Existing and Proposed. |
| 7. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Driveway location. Length and Width. |
| 8. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Driveway surface type. |
| 9. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Adjacent right-of-way and street name. |
| 10. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Lot square footage (Total). |
| 11. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | All easements and Utilities. |
| 12. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Distances between detached structures. |
| 13. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Drawn to Scale (Minimum 1” = 40’) with a North Arrow. |
| 14. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Drawn on 24 x 36 paper, unless 8 1/2 “ x 11” will adequately show all of the above. |

Grading and Drainage Plan

- | | |
|---|---|
| 15. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Existing elevations depicted by contours (minimum 2’ contour interval). |
| 16. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Proposed finished floor elevations shown for all floors on all structures. |
| 17. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Proposed finished surface grades throughout the lot. |
| 18. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Limiting dimensions and depth of all cuts and fills. |
| 19. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Total volume of all cut and fill. Indicate if site will require imported fill material. |
| 20. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Show any retaining walls with elevation for top of wall, top of footing, bottom of footing, and adjacent ground on each side of the wall. |
| 21. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Show how the lot will be drained. Show direction of flows with slope percentages. If any natural drainage course is disturbed, show how it will be mitigated, including erosion protection. |
| 22. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Post development flow shall not be more than pre-development flow. A drainage report may be required depending on the size of the project. |
| 23. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Location of any existing or proposed buildings or structures on the lot where the work is to be performed, and the location of any |

24. ☐ Yes ☐ No ☐ N/A buildings or structures within 15 feet of the proposed grading.
Show grading within a minimum of two feet from all adjacent
property lines.
25. ☐ Yes ☐ No ☐ N/A Show all existing and proposed utility lines.

ENGINEERING DEPARTMENT COMMENTS:
